



Internship Application

Missouri Housing Development Commission (MHDC) is an equal opportunity employer. MHDC does not discriminate in employment with regard to race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status or unfavorable discharge from military service or any other characteristic protected by law.

Personal Information

Full Name: _____ Date: _____

Address: _____

Permanent Address: _____
(If different)

Phone: _____

Email: _____

Are you eligible to work in the U.S? Yes No

Are you at least 18 years or older? Yes No

SSN: _____

Title of Internship: _____

Dates of Internship: _____

School Attending: _____

School Street Address [include City, State, Zip]: _____

Major/Degree Program: _____

Expected Graduation Date: _____

GPA: _____

Available Start Date: _____

Please identify your availability with a total of at least 15-20 hours/week:

| Day | AM | PM |
|-----------|----|----|
| Monday | | |
| Tuesday | | |
| Wednesday | | |
| Thursday | | |
| Friday | | |

Would you be open to day travel or overnight travel? Yes No

Are you willing to relocate? Yes No

Do you have access to reliable transportation? Yes No

Acknowledgement

Please read carefully before signing.

I understand that neither the completion of this application nor any other part of my consideration for employment establishes any obligation for the Missouri Housing Development Commission (MHDC) to hire me. If I am hired, I understand that either MHDC or I can terminate my employment at any time and for any reason, with or without cause and without prior notice. I understand that no representative of MHDC has the authority to make any assurance to the contrary.

I attest with my signature below that I have given to MHDC true and complete information on this application. No requested information has been concealed. I authorize MHDC to contact references provided for employment reference checks. If any information I have provided is untrue, or if I have concealed material information, I understand that this will constitute cause for the denial of employment or immediate dismissal.

Signature of Applicant


Date

Short Essay Questions

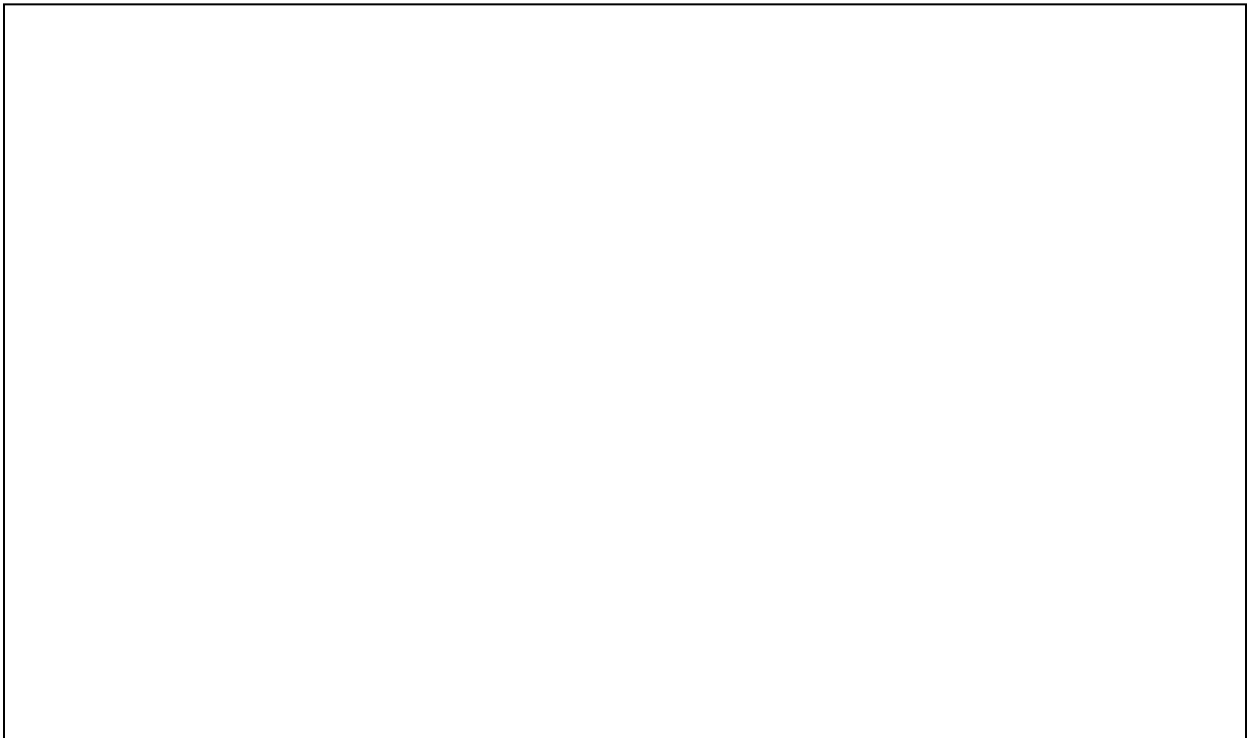
Are you seeking an internship for credit, or for a requirement for your degree program? If yes, please list the requirements of your internship program (attach materials if applicable)

Why do you want to intern at MHDC? How does it fit into your personal goals now, and your future career goals?

What specific goals are you hoping to accomplish during your internship? Are there certain areas you would like to focus?



What characteristics do you possess that make you qualified to be in our program?



Since our interns are required to work in such close proximity to staff members, what qualities do you possess that will allow you to excel within, and contribute to the team structure?

Is there any other additional information that you would like to share with us? Are there any qualities that you possess that were not addressed in this application that you feel are important to share? (Ex. Extracurricular information)

Submit your application, resume, cover letter, and supplemental documents to:
internship@mhdc.com

Legal Intern Applicants Only

Additional documentation is necessary with your application. Please email the following with your application:

1. Cover letter/Statement of interest
2. Resume with two professional or academic references
3. Proof of enrollment in law school and a copy of academic transcripts (official or unofficial)
4. Writing sample (3-5 pages) encouraged